**Frequently Asked Questions for Accuplacer Diagnostics and My Foundations Lab in MN ABE:**

**1. Where do I login?**

To use the Accuplacer system to give a Diagnostic test or view test results, login at [www.accuplacer.org](http://www.accuplacer.org).
To use the My Foundations Lab online learning system, login at [www.accumfl.com](http://www.accumfl.com).

**2. How do I find out my username and password?**

You will use different usernames for the Accuplacer and My Foundations Lab (MFL) websites. For information about Accuplacer accounts, see #3 below. For information about MFL accounts, see #4 below.

**3. I’m an Administrator. How do I get my ABE Program/FastTRAC Program started with Accuplacer Diagnostics & My Foundations Lab (AD/MFL)?**

To get started, someone at your site needs to login to the Accuplacer system at [www.accuplacer.org](http://www.accuplacer.org) with a **Site Manager** account and create the necessary site-level user accounts (see below).

In the last week of August, I created Site Manager accounts for the person listed as the “Primary ABE Contact” on each Partnership Agreement Form. If that is you and you did not receive an email message from the Accuplacer system with your Site Manager login information, please let me know as soon as possible so I can resend it. If you need an additional Site Manager account for another person at your site, send me the name, email address, phone number, and street address of the person you would like added.

Site Managers are responsible for creating user accounts for staff at the ABE program(s) listed on the Agreement Form. At a minimum, each program will need at least one **Proctor** account (which will most likely be given to an ABE or FastTRAC teacher). The Proctor is someone who works directly with students to proctor Accuplacer Diagnostic tests and enroll students in My Foundations Lab.

Site Managers may also wish to create Reporter level accounts for individuals in their ABE programs or at their partner MnSCU institution. Site Managers can create two different levels of Reporters: Site Reporters and Site Score Reporters. **Site Reporters** can generate all types of reports and view data from all students at the site. **Site Score Reporters** can search for, view, and print Individual Score Reports only. (That is, they can only view information about one student at a time, not site-wide data.)

Note that someone with a Proctor account cannot view reports of any kind. To give both levels of access to the same person, you will need to create two different accounts for him/her. **Most teachers should have at least a Site Score Reporter account in addition to their Proctor accounts.**

To create these user accounts, the Site Manager should login at [www.accuplacer.org](http://www.accuplacer.org), click the “Users” tab, click “Create and Edit Users,” and then “Add New User.” Complete the new user form and click “Save.” The system will automatically send an email message to the user with his or her new account information.

**4. What about user accounts for My Foundations Lab?**

Unlike the Accuplacer system, where every user has a unique username and password, each Accuplacer site shares a single **educator** account on My Foundations Lab (MFL). MFL account login information was shared in a document called **MN ABE Educator Quick Reference.** This document was sent to all staff who participated in one of the initial training webinars in September. It also includes detailed instructions for teachers on how to use MFL. (This educator account is not for student use; students will create their own usernames and passwords when they register for MFL.)

If you don’t know your MFL account or you need a new copy of the Quick Reference document, contact Susan at swbrandt@mnliteracy.org for a copy.

**5. I’m an ABE teacher and I have received my Proctor account from my Site Manager. Now what?**

To get a student started, sit down at the computer where the student will take the Accuplacer Diagnostic test(s). Login with your Proctor account at [www.accuplacer.org](http://www.accuplacer.org). Click the “Administer Test” tab and look at the **Test Unit Balance for Site** to make sure you have test units available. (If this shows 4 or fewer test units, contact Susan immediately to request additional test units. If it shows 0 you will not be able to proctor a test for this student.)

If you have test units available, click “Administer New Test Session.” From the list of branching profiles, choose one of the Diagnostic test profiles that have been set up for you. They are marked with a single asterisk and appear at the top of the list. Some of your choices\* are:

* Arithmetic Diagnostic
* Complete Diagnostic (All 4 Tests)
* Elementary Algebra Diagnostic
* Reading and Arithmetic Diagnostic
* Reading Diagnostic
* Sentence Skills Diagnostic

Click the “Administer Test” button. The test will open in a new window. Make sure your pop-up blocker is set to allow pop-ups from [www.accuplacer.org](http://www.accuplacer.org), or the window will not open and you will be unable to proceed.

Turn the computer over to the student at this point. He or she will need to accept the privacy policy. A Student Instructions window will the pop up. After the student reads this, it can be closed. The student will then fill out a profile and answer some background questions. Once this is complete, the test will begin.

At the end of the test, students receive their results as well as an **Access Code** for MFL, a **Course ID** and a **Locator Code**. The Course ID will be used on My Foundations Lab to associate the student with your site, so you can see him or her on your roster. The Locator Code is what creates a personalized learning plan within MFL based on the student’s performance on the Diagnostic test(s). When you see that the student has finished the test, help him or her navigate to the My Foundations Lab website: [www.accumfl.com](http://www.accumfl.com). Under “Register” click “Student” to create an MFL account. Enter the Course ID and Locator Code when prompted. Once this registration process is complete, the student will appear on your roster when you login with your shared educator login on MFL. On subsequent visits to the MFL website, the student will only need to enter his/her username and password (the Course ID and Locator Code are only required once).

*\*Note: If you need different combinations of Diagnostic tests than are listed here (e.g. Reading and Sentence Skills Diagnostic) please let me know so I can set up a branching profile. In the meantime, you can give each test separately. The student will then have 2 Locator Codes to enter on his MFL profile.*

**6. How many Accuplacer Test Units does my site have? How do I track how many Test Units we have remaining?**

You can check your current test unit balance at any time using either a Site Manager or Proctor account. Login and click the “Administer Test” tab. Look at the **Test Unit Balance for Site** to see how many test units you have remaining.

I intended to send an announcement to Site Managers with their initial test unit allocation, but I delayed sending this because there was a mistake with the purchase order and I did not receive my full allocation. I still expect to receive additional test units and allocate some to each site, and I will let you know when that happens. In the meantime, you can easily check your balance whenever you login.

If your test unit balance falls below 5, please let Susan know immediately!

**For assistance with Accuplacer Diagnostics or My Foundations Lab, contact Susan Wetenkamp-Brandt at the Minnesota Literacy Council at 651-251-9090 or** **swbrandt@mnliteracy.org****.**